

# COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Date Time Stamp

RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

2018 DEC -7 AM 9:07

**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Name of Traveler:

James (Jim) Warren

Employing Office/Committee:

Senator Tim Scott

Travel Expenses Paid by (List all sources):

The Heritage Foundation

Travel Date(s):

10/24/18 - 10/26-18

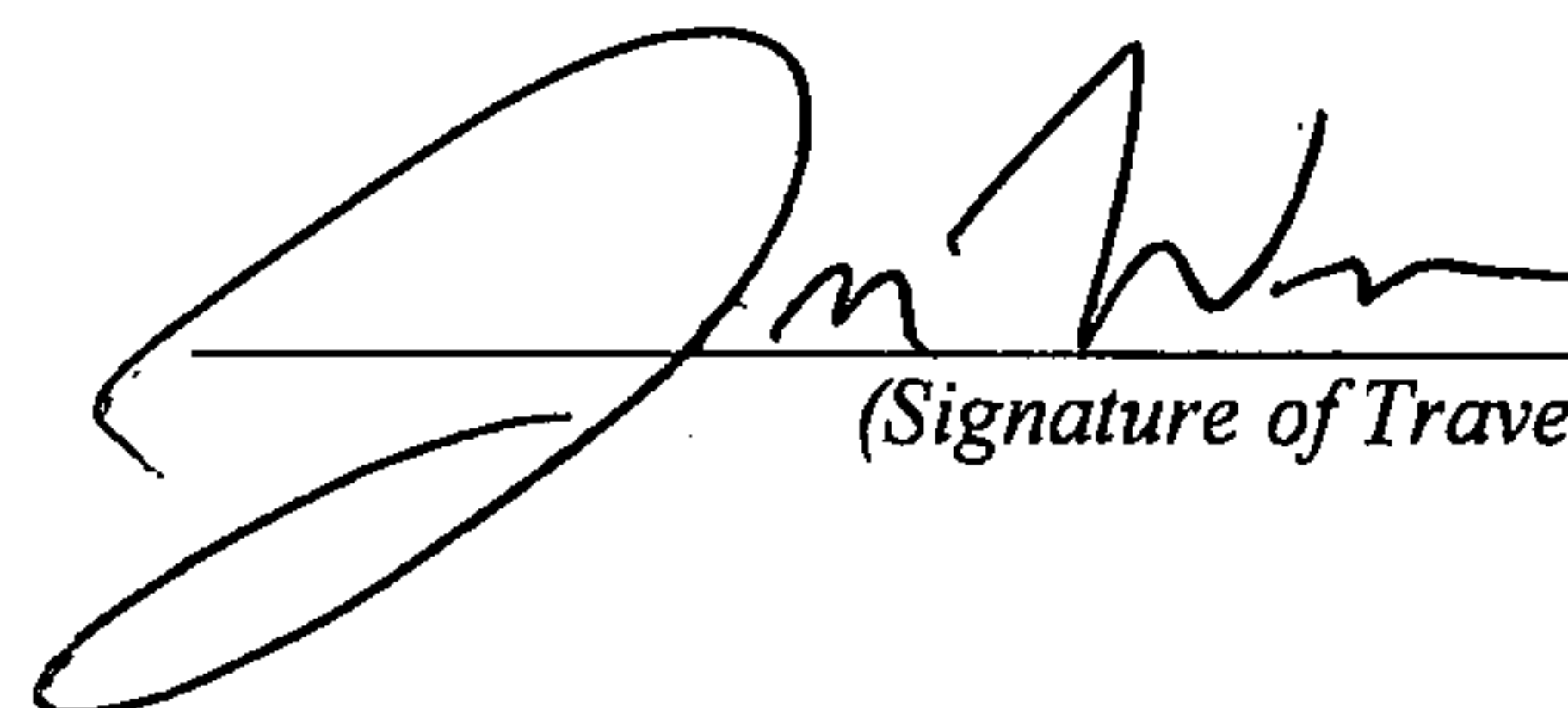
Description/Title of Attached Forms:

Employee pre-travel authorization;  
Invitation for the trip

Purpose of Amendment (describe the reason for amending original submission):

adding documents  
that are needed to complete the travel files

12/7/18  
(Date)

  
(Signature of Traveler)

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC OCT 9 18PM 3:39

Originally Submitted 9/24

Name of Traveler: James I. Warren

Employing Office/Committee: Senator Tim Scott

Private Sponsor(s) (list all): Heritage Foundation

Travel date(s): 10/24/2018- 10/26/2018

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Bedford, PA

Explain how this trip is specifically connected to the traveler's official or representational duties:

As a Legislative Correspondent working on Environment and Judiciary issues, two of the conference's workshops are on pressing environmental issues and criminal justice reform. These workshops would allow myself to learn more about the issues from a leading think tank as well as engage at high level with subject matter experts in the field.

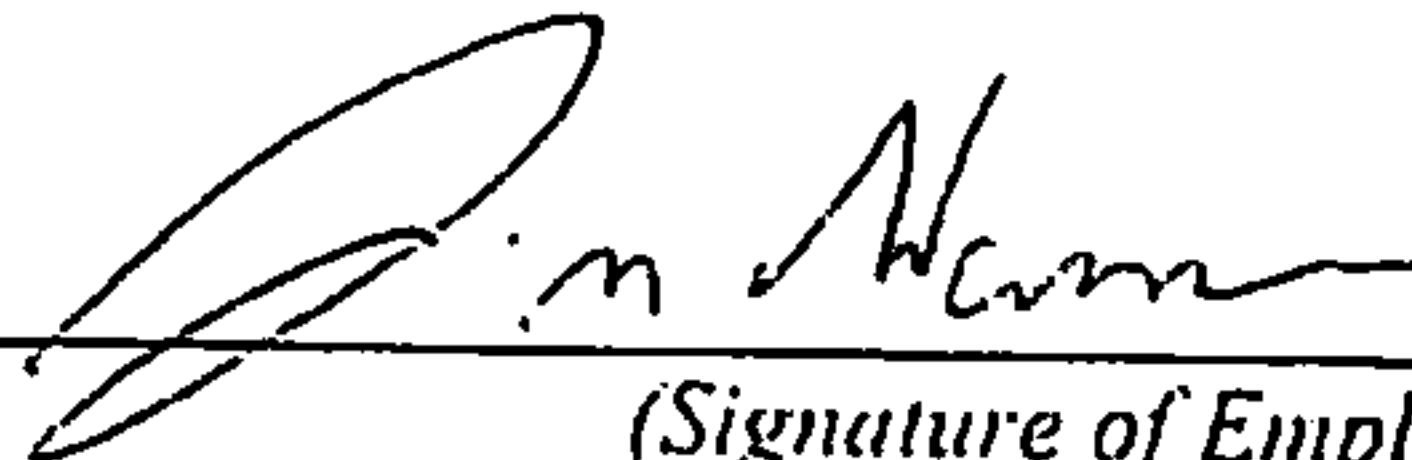
Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

10-9-18

(Date)



(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Jennifer DeCasper

Jim Warren

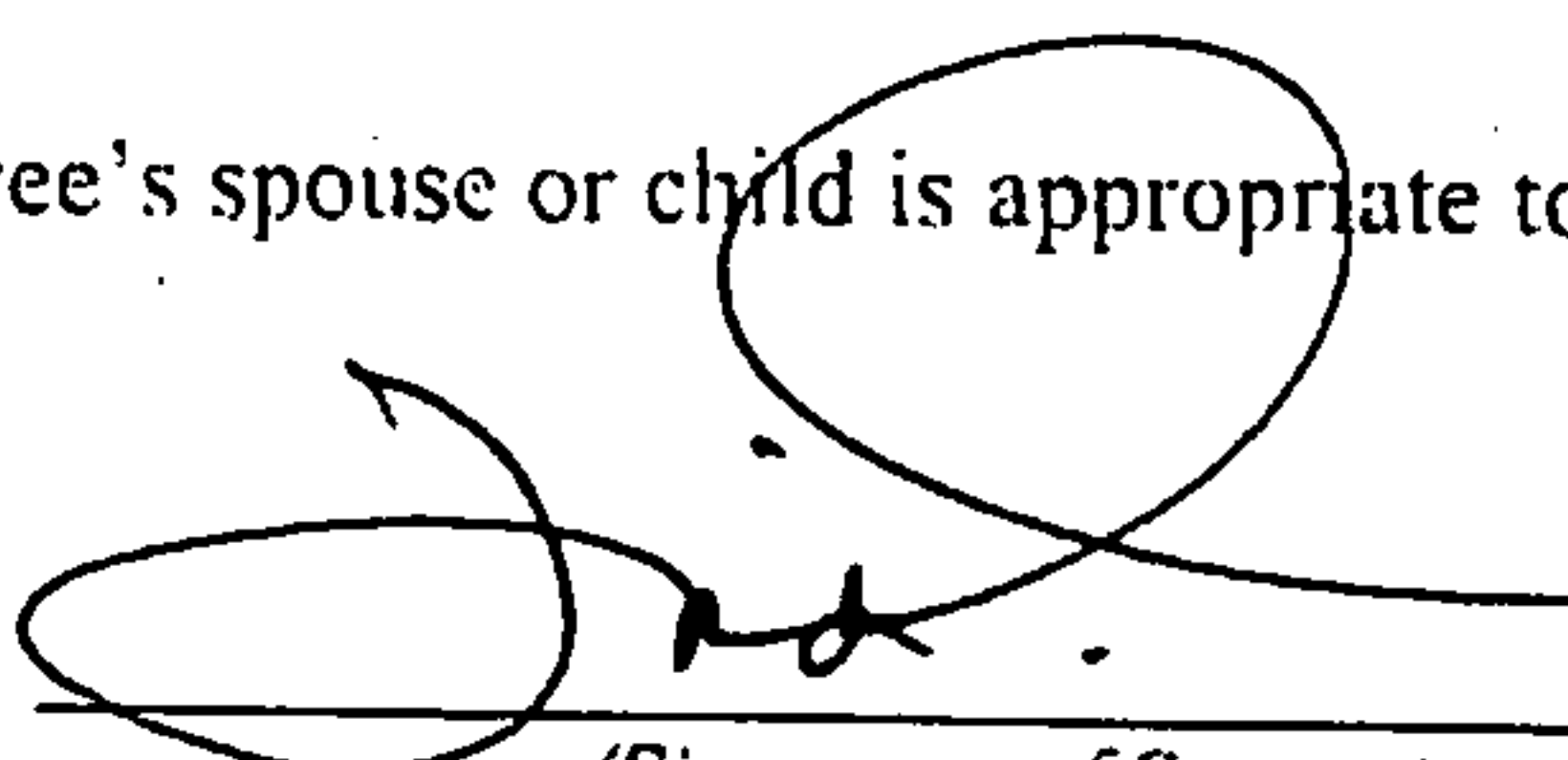
I, Jennifer DeCasper hereby authorize Jim Warren  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

10-9-18

(Date)



(Signature of Supervising Senator/Officer)

## Warren, Jim (Scott)

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**From:** Kinney, Audra <Audra.Kinney@heritage.org>  
**Sent:** Thursday, September 20, 2018 2:41 PM  
**To:** Warren, Jim (Scott)  
**Subject:** Emerging Leaders 2018

Hey Jim,

I hope you're having a great week! I sent you an invitation Tuesday morning inviting you to Emerging Leaders 2018, and I wanted to check in to make sure you got it. Emerging Leaders is an annual trip we host for Hill staffers who are interested in learning more about policy, leadership, and procedure. It's like a next-step in our programming after HCF, and Heritage covers all the expenses for the trip. It's during the week (10/24 – 10/26), and work-related, so you don't have to use vacation days. I'd love for you to sign up this year! I'm happy to answer any questions you might have, I can also resend the Ethics paperwork (which is due Monday) if that's easier for you. See you at HCF graduation tomorrow!

Best,  
Audra

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**Audra Kinney**  
*Congressional Events Coordinator*  
The Heritage Foundation  
214 Massachusetts Avenue, NE  
Washington, DC 20002  
202-608-6058  
heritage.org





YOU'RE INVITED TO THE

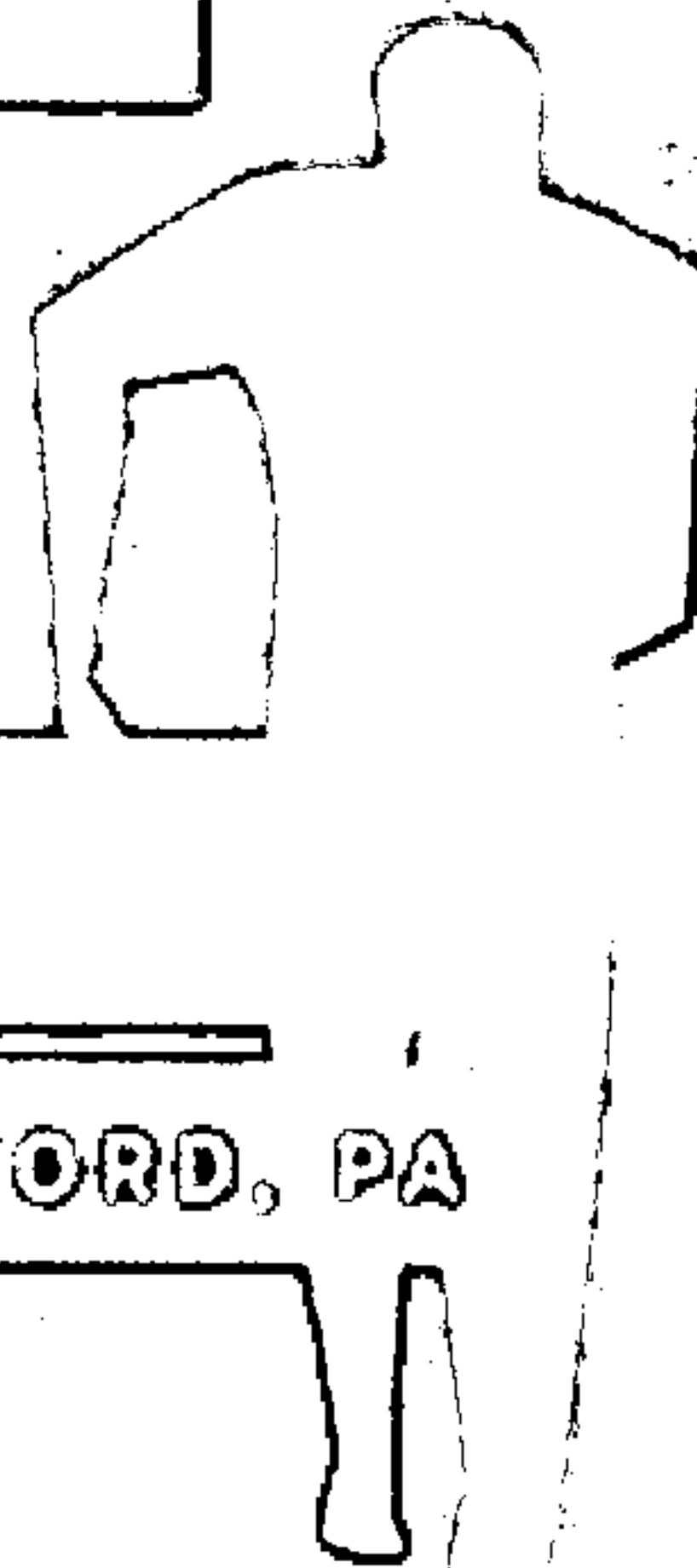
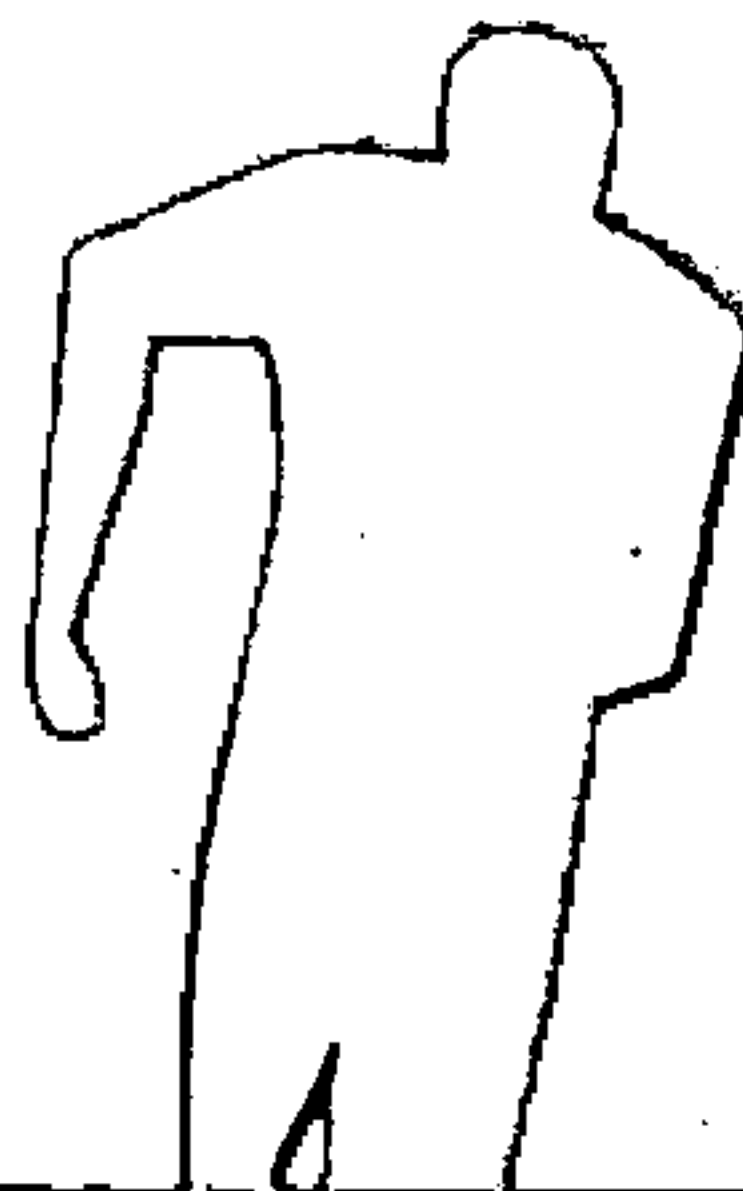
# emerging LEADERS

2018 CONFERENCE

HOSTED BY  
The Heritage Foundation

WEDNESDAY, OCTOBER 24 -  
FRIDAY, OCTOBER 26, 2018

OMNI BEDFORD SPRINGS HOTEL | BEDFORD, PA



## PLEASE JOIN US!

The third annual **Emerging Leaders Conference** will take place in **Bedford, PA, October 24-26**. Promising conservative staff from across Capitol Hill will be joined by conservative policy experts at the top of their field. Attendees will explore deep dives into the issues facing Congress in the next year, sharpen their operational skills, and hone in their knowledge of process, rules and procedure. An educational experience tailored to work on Capitol Hill in 2018, this retreat also promises an excellent opportunity to grow your network amongst your colleagues and expand your impact.

### TO REGISTER FOR THIS EVENT, PLEASE:

Submit Ethics Travel Forms by Monday, September 24, 2018

and RSVP online at [Events.Heritage.org/Leaders2018](https://Events.Heritage.org/Leaders2018)

### TRANSPORTATION

#### Wednesday, October 24

*Please arrive to The Heritage Foundation by 11:30 a.m.*

*The Bus will depart by 12:00 p.m. for the Omni Bedford Springs.*

#### Friday, October 26

*The bus will depart Bedford Springs by 1:00 p.m. and return to*

*The Heritage Foundation by 4:00 p.m.*

### QUESTIONS

For travel and logistics questions, please contact Alexa Legas at (202) 608-6223 or [Alexa.Legas@heritage.org](mailto:Alexa.Legas@heritage.org).

 [heritage.org](https://heritage.org)